

**HR USE ONLY:**

High school student: _____

College student: _____

Received by Mail/Fax: _____

AP# _____

Disposition Code: _____

STUDENT EMPLOYMENT APPLICATION

BERKELEY COUNTY GOVERNMENT

HUMAN RESOURCES DEPARTMENT

Post Office Box 6122, 1003 Highway 52
Moncks Corner, SC 29461-6122
Phone: (843) 719-4163 - Moncks Corner Line
(843) 723-3800 Ext. 4163 - Charleston Line
(843) 567-3136 Ext. 4163 - St. Stephen Line
Fax (843) 719-4714

BERKELEY COUNTY'S POLICY IS TO COMPLY WITH ALL LAWS INCLUDING THOSE BANNING DISCRIMINATION. APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX, VETERAN STATUS OR DISABILITY.

Instructions: Please print or type. Complete all items. If a question is not applicable, enter "N/A". Do not leave any sections blank. Failure to do so may result in loss of employment opportunities.

PERSONAL DATA

I prefer: ☐ Clerical Work ☐ Labor/Manual Work ☐ I do not have a preference.

NAME (as appears on Social Security card):

(Last)

(First)

(Middle)

List any other name by which you have been known: _____

ADDRESS: _____
(Street)

(City/Town)

(County)

(State)

(Zip Code)

PHONE NUMBERS: Home: (____) _____ Email Address: _____

Cell: (____) _____ Pager: (____) _____

Business: (____) _____ Ext. _____ May we call you at work? ☐ Yes ☐ No

Have you ever been employed by Berkeley County? ☐ Yes ☐ No Dates Worked: From ____/____/____ To ____/____/____

Department: _____ Position: _____

Supervisor: _____ If available, do you wish to return to that same position? ☐ Yes ☐ No

REVISED: 4/03/08

List any relatives currently employed by Berkeley County Government:

NAME

RELATIONSHIP

DEPARTMENT

Please list 3 Professional references other than relatives or former employer:

NAME

PHONE NUMBER

ADDRESS

EDUCATION AND TRAINING

Are you currently attending high school or college? ☐ High School ☐ College; Major: _____

What is your current status? ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

School attending: _____
(Name) (City/State)

Grade Point or Letter Average: _____ Extracurricular activities: _____

Do you have an interest in any particular area or department? ☐ Yes ☐ No

If yes, please list: _____

COMPUTER SKILLS

Do you have computer experience? ☐ Yes ☐ No

Check all that apply:

Microsoft Windows ☐

Microsoft Word ☐

Microsoft Excel ☐ or, if other spreadsheet program, please specify: _____

Other software used: _____

Other computer experience: _____

List any special qualifications/computer skills: _____

REVISED: 4/03/08

EMPLOYMENT HISTORY

Please list your entire employment history. Omission of material information could result in loss of employment opportunities or termination from employment.

A. If current employer, may we contact? ☐ Yes ☐ No
Name on employment records if different from present name: _____
Employer: _____ Supervisor: _____
Address: _____
Phone: (_____) _____ Fax Number: (_____) _____
Position: _____ Last Salary/Hourly Rate: _____
Position Status: ☐ Full Time Employment ☐ Part Time Employment (____ hours per week)
Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____
Duties included: _____

From: ____/____/____ To: ____/____/____
Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No
Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

B. If current employer, may we contact? ☐ Yes ☐ No
Name on employment records if different from present name: _____
Employer: _____ Supervisor: _____
Address: _____
Phone: (_____) _____ Fax Number: (_____) _____
Position: _____ Last Salary/Hourly Rate: _____
Position Status: ☐ Full Time Employment ☐ Part Time Employment (____ hours per week)
Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____
Duties included: _____

From: ____/____/____ To: ____/____/____
Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No
Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

**** If additional space is needed, please attach an *Additional Employment History Form* which can be obtained from the Human Resources Department or downloaded from the Berkeley County Government website.**

REVISED: 4/03/08

NOTICE TO APPLICANTS REGARDING CRIMINAL HISTORY CHECKS

If you have ever been convicted of, plead guilty or plead nolo contendere to an offense other than a minor traffic violation, you must provide this information on your application. *This includes convictions for driving under the influence or driving under suspension as well as any convictions for fraudulent check charges.* You do not need to list any convictions which have been expunged.

You will be considered for the position provided that any convictions are not relevant. Before a conditional offer of employment is made, a criminal history check will be ordered for each applicant selected. This includes current Berkeley County Government employees. If any further background checks reveal a discrepancy between your job application and the background check, you may be terminated from employment.

CRIMINAL, TRAFFIC, AND/OR CIVIL COURT RECORD: (In addition to any others, please include DUI, DUS or fraudulent check convictions which have not been expunged).

Have you ever been convicted of, plead guilty or plead nolo contendere to an offense other than for a minor traffic violation? _____ **Yes** _____ **No**. If answer is yes, give complete details. A conviction will not necessarily exclude you from employment consideration.

Crime

Court

Date of conviction

Was the crime a felony or a misdemeanor? _____

Please provide details: _____

Consent and Disclosure

IMPORTANT - PLEASE READ CAREFULLY BEFORE YOU SIGN!

I hereby affirm that the information provided on this application (and accompanying resume and/or documentation, if applicable) is true and complete to the best of my knowledge. I understand that I am required to submit my complete work history. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further understand that this application becomes the property of Berkeley County Government and will not be returned.

Berkeley County Government is informing you that a consumer report or an investigative consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee. This report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living from public record sources or through personal interviews with your neighbors, friends or associates. I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after the company receives my request or five days after the investigative report was requested, whichever is later.

To Whom It May Concern:

I hereby authorize and request any present or former employer, school, police department, financial institution, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for employment, including performance and separation information and consumer report information that may include motor vehicle records. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written employment application which I sign. I fully understand that a criminal or other background check may be conducted at any time during my employment with Berkeley County Government. **I release Berkeley County Government, my former employers and others from any and all liability for seeking or providing such information.**

I further understand that any employment and compensation with Berkeley County Government is “**AT WILL**” and that If I am hired I may be terminated, with or without cause or motive, at any time for any or no reason at the option of either Berkeley County Government or myself. I understand that no management official/body other than Berkeley County Council has any authority to enter into any agreement contrary to the “at will” employment or to make any oral assurance or promise of continued employment.

I also understand that if I am given a conditional offer of employment that I will be scheduled for a drug and alcohol screen, a tuberculosis test (PPD) and may be scheduled for a psychological exam, functional capacity test and physical examination.

I have been given a copy of this form (if requested).

Print Name _____

Signature: _____ Date: _____

Date of Birth (for identification purposes only) _____

Social Security Number (for identification purposes only) _____

If name changed (through marriage or otherwise) print former name here _____

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AP# _____

APPLICANT DATA RECORD

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NAME (as appears on Social Security card):

_____ Last

_____ First

_____ Middle

_____ Maiden

Social Security Number: _____ Phone : (_____) _____

Address: _____
Street City State Zip Code

Date of Birth: _____ Age: _____

Position applying for: STUDENT INTERN Date: _____

AS EMPLOYERS/GOVERNMENT CONTRACTORS, WE COMPLY WITH GOVERNMENT REGULATIONS AND AFFIRMATIVE ACTION RESPONSIBILITIES. SOLELY TO HELP US COMPLY WITH GOVERNMENT RECORD-KEEPING, REPORTING AND OTHER LEGAL REQUIREMENTS, PLEASE COMPLETE THE APPLICANT DATA RECORD. IT WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION FOR EMPLOYMENT. WE APPRECIATE YOUR COOPERATION.

CHECK ONE: ☐ Male ☐ Female

How did you hear about this job?

CHECK ONE: ☐ White (Not Hispanic or Latino)
☐ Black (Not Hispanic or Latino)
☐ Hispanic or Latino
☐ Asian (Not Hispanic or Latino)
☐ American Indian/Alaska Native (Not Hispanic or Latino)
☐ Two or More Races (Not Hispanic or Latino)
☐ Native Hawaiian or Pacific Islander (Not Hispanic or Latino)

CHECK ONE: ☐ County Employee
☐ Job Line
☐ Website
☐ Newspaper Ad
☐ Office Visit
☐ Job Service